1. Once form is complete, submit the form, click [Submit].

2. Choose which email platform you will use, i.e. ‘Default’ or ‘Use webmail’
   Click [continue].

3. If a first time user, a profile will not be in place, choose ‘Add Gmail, ‘Add Yahoo’ or ‘Add other’ (recommended for advanced users). Next, click [Enter].

4. Enter your email address (you may need to enter your password if your computer is not configured to your email). Next, click [Enter].

5. A box will pop up asking for allowance to proceed. Once agreed, click [Allow access].
   Next, click [Enter].

You may be asked to re-enter your email password.
You are finished!